



WAWG SUPPLEMENT 1
CAPR 77-1
24 May 2010
Transportation
VEHICLE OPERATION

CAPR 77-1 Operation and Maintenance of CAP Vehicles, including change 1 dated 23 July 2008, is supplemented as follows:

3g. (Added) Washington Wing Form 73, Vehicle Trip Log will be maintained in each Vehicle Records Folder. The vehicle operator is responsible for entering the purpose and beginning and ending odometer reading of each trip. This information is used by the vehicle custodian to report online at the end of each month the number of miles traveled for each type of vehicle use.

5c. (Added) Washington Wing Members requesting a CAPF 75, CAP Vehicle Operator Permit (VOP) will complete WAWG Form 75, VOP Application and have it signed by the unit commander. Make a photocopy of your state driver license and write your name, CAP-ID, and unit number above the license image. Active duty military personnel must furnish a copy of their military ID card. Attach to the application a photocopy of the member's CAP Identification Card, the photocopy of their state driver license, and a Driver Record Abstract going back four years. Washington residents may obtain their driver record abstract from any Washington State Driver License Examining Office for a small fee. Submit the application package to the Washington Wing Administrator as an attachment to an email sent to wawa@wawg.cap.gov or by US Mail to Hq Washington Wing CAP, PO BOX 4459, JOINT BASE LEWIS-MCCHORD, WA 98438-0459.

The approved CAPF 75, Vehicle Operator Permit, will be sent to the member's unit commander who will annotate on the back the types of vehicles is authorized to operate (such as sedan, station wagon, small 7-passenger van, 15 passenger van, trailer, or pickup truck) and initial each line. These abbreviations are approved:

GPV, P/U+G23, VAN, V15, S/W, SED, SV7, V15, TLR, 4WD

GPV = General Purpose Vehicle

P/U = Pick Up

SED = Sedan

VAN = 12 or 15 passenger Van

4WD = Four Wheel Drive

A photo copy of the VOP (front and back) will be placed in the members CAPF 45 or 66 personnel folder. The original VOP card is then presented to the member.

5g. (Added) Vehicle Operator Permits expire 60 days after expiration of the individual's state driver license and must be renewed at least every four years or as directed by the Wing

Commander. Note that Wing Hq does not remind members of this renewal date. It is up to the member (or unit personnel officer) to remember the renewal date and submit the required forms. The revalidation procedure is as follows:

(1) The member submits again the application form signed by the unit commander and attaches each of the documents (new driver license) described in paragraph 5c above. Have a copies of these documents placed in your personnel record folder (CAPF 45) by your unit Personnel Officer.

(2) Upon receipt of the renewal application, the Wing Transportation Officer or his designated alternate will review the documents as described in CAPR 77-1, para 5. If the VOP is revoked, the Wing Transportation Officer will notify the unit commander concerned and the member via one of the contact means listed for him/her in E-Services.

8a. (Added) WAWG Form 74, Vehicle Inspection Worksheet, will be used to record the results of inspections on vehicles used at Emergency Services Missions and other wing activities as directed. This form provides additional space for recording details and references standards found in CAPR 77-1.

8l. (Added) A copy of Wing Supplements to CAPR 62-1 and CAPR 62-2 will be placed in the log book, vehicle records binder, or aircraft information file of each wing vehicle and aircraft.

19. (Added) Vehicle Operation. Vehicle operators will ensure the correct procedures are used for jump starting a vehicle. The power cable to the EF Johnson Radio must be disconnected before attempting to jump start the vehicle. The associated power surge will damage the circuits in the radio. This would also apply to any member who has an EFJ installed in their personal vehicle.